

FAQ: Internal Dossier Components for Promotion to Professor

Reference: CAS P&T Manual, Pages 12 - 18

Background Information

Evaluation Terminology - Candidates will be evaluated as having met or not met the standards for review in the categories of professional development, teaching, and service using the evaluative terms of *outstanding, excellent, very good, good, fair, and poor*.

Promotion to Professor – A candidate must be evaluated at a **minimum of excellent** in professional development and teaching according to department guidelines. The candidate must also be evaluated as having provided, at **minimum, very good** service, according to departmental guidelines.

Review periods will vary based on each candidate's initial tenure track appointment at Georgia State University (GSU). Please review the descriptions below and reach out to Faculty Review Services (FRS) with any questions.

- Candidates promoted to associate professor with tenure at GSU or another institution must submit all work done since the completion of the dossier used in the previous promotion review.
- Candidates hired as associate professors and later granted tenure must submit all work done since their initial tenure track appointment at GSU.
- When promotion credit has been granted, candidates must submit all work done during the period for which promotion credit is given. For candidates with promotion credit, the teaching portfolios may include instructional materials from their previous institution.

NOTE: Promotion Credit (aka: Probationary Credit) is received for service at other institutions and may be applied towards a candidates' time in rank thus accelerating when they are eligible for consideration for promotion. Such credit for prior service shall be approved in writing by the president at the time of the initial appointment at the rank of assistant professor or higher.

REMINDER: All of the components remain the same except:

- You should include full text PDFs in your internal review dossier. You may provide DOIs or hyperlinks to the publication(s) in your CV and **List of Publications** in lieu of the full text PDF only if there are no passwords or costs associated with accessing the publication using the link provided.
 - Hyperlinks to your personal web site are not allowed.
- Contributions to professional associations of an administrative nature will be counted in service section rather than in your professional development section.
- Intellectual contributions to professional organizations should be placed in the category of professional development.

Dossier Components

You may omit sections/categories that are not applicable.

Cover Page

The following format must be used (lines not applicable should be omitted):

- Name
- Highest Degree Present Rank Department
- Date of GSU Appointment and Rank Awarded (Full or Part-time)
- Number of Years of Credit for Prior Service
- Leaves of Absence (Descriptions and Purposes)
- Dates and Places of Previous Promotions and Ranks Awarded
- Areas of Specialization within the Discipline
- Proposed Rank

Curriculum Vitae

Include a paginated copy of your curriculum vitae. The CV can follow the format that is most appropriate for your discipline, but the information must appear in the order referenced in Appendix III of the P&T manual. Please consider adding a DOI/hyperlink to any publications included in the review period.

Statements of Interests and Goals

The three statements of interests and goals should be included as a group following the CV. Each statement must be paginated and should not exceed the **maximum, double-spaced** page limits referenced below.

1. Professional Development (research and scholarship): This statement of professional interests and goals should include specific plans to further these interests and to achieve these goals during the next five years. **Page Limit: 5**
2. Teaching: Briefly describe an educational philosophy and a set of goals and objectives in teaching for the next five years. **Page Limit: 5**
3. Service: Describe the service activities in which you've been involved, your current service, and those in which you will seek to become involved during the next five years. Describe the ways in which these service activities relate to your discipline and to Georgia State University, if applicable. **Page Limit: 3**

Professional Development Category

Most candidate accomplishments will fall in one of the following categories. If this is not the case, the candidate may create new categories and list the accomplishments under the new headings. Intellectual contributions to professional organizations count in the professional development category.

Presentations at Professional Meetings

Provide a list of presentations at professional meetings. This list should include the title and date of the presentation, name and location of the meeting, and a one or two sentence description of the presentation.

List of Publications (Scholarly Writings in Journals, Books, Monographs, and Reviews)

For multi-authored works, be sure to include a note describing your role in the development of that publication and be sure to identify which authors are your students.

- a. Published articles and those accepted for publication
- b. Published book chapters and those accepted for publication
- c. Published books and monographs and those accepted for publication
- d. Book reviews, abstracts, and reports

Documentation Requirements

Include DOIs or hyperlinks to your publications in your CV and in this section. Link examples include: publisher's web site, retail outlets, etc. If the DOI or hyperlink is unavailable or does not allow your publication to be readily accessed, you should include PDFs of your articles, book chapters, books, reviews, etc.

IMPORTANT: Only items that have been accepted for publication based on all required levels of peer and editorial review are accepted for purposes of promotion and tenure. For works accepted for publication, please provide copies of letters of acceptance, agreements and contracts.

Awards and Grants

List of scholarships, fellowships, travel awards, personal development grants, grants funded by local agencies, and grants from national agencies. You should describe your precise role in the funded research or creative activity following its mention.

Documentation Requirements

Provide official letters of award indicating the amount of the award, the schedule of funding, the period of the award, and the precise role of the investigator *and any other co-principal or co-investigator* in the research or creative activities funded.

Significant Professional Services

List memberships on editorial boards, activities as referee for scholarly journals, activities as referee for granting agencies, memberships on evaluation panels, and services as critic, juror, and/or consultant for professional organizations. This list should include dates of service.

Recognition by National, Scholarly, and Professional Associations

List and include titles of honors, awards, fellowships, and internships.

General Recognition within One's Discipline

Please list the following:

- a. Citations (with citation index number, if applicable) and references to your work by others.
- b. List and provide copies of your reviews of published books, films, or video productions
- c. Requests for colloquium presentations or workshops.

Specialized Professional Activities Appropriate to the Discipline

This is where you may list activities not presented in any of the other categories listed above.

Teaching Category

Please refer to your department's manual to include any additional information they require. (e.g., DFW rates, etc.)

Courses Taught During the Last Four Academic Years

- a. Using the format in Appendix IV (see the College's Tenure Track manual), provide a list of courses taught during the last four academic years.
 - o If you were granted probationary credit (aka: promotion credit) toward tenure, the four years should include courses taught at previous institutions.
- b. Provide a copy of the most recent syllabus used for each course taught during the review period. Only one syllabus for each different course is required.
- c. The development of new courses or significant revisions to existing courses should be noted in this section.
- d. Indicate if a course is part of a study abroad, international student exchange program (ISEP), signature experience (SE), or field experience (FE) in the course title field of the table.

Student Evaluations from the Last Four Academic Years (Fall 2017 thru Summer 2021).

Faculty Review Services will provide each candidate with their student evaluations.

Honors or Special Recognition for Teaching

Please list these items in a table.

Independent Studies, Practica, Capstones, Honors Theses, Theses, and Dissertations

Please list these items and provide the student's name, project title and date completed.

Published Materials

This is a list of textbooks and published articles related to your teaching. These materials may not include work in-progress or work submitted but not yet accepted for publication.

Documentation Requirements

Include DOIs or hyperlinks to your publications if available. Link examples include: publisher's web site, retail outlets, etc. If the DOI or hyperlink is unavailable or does not allow your publication to be readily accessed, you should include PDFs of your articles, book chapters, books, reviews, etc.

Teaching Portfolios from the Last Four Calendar Years (CY 2017 - CY 2020)

Your department's style of teaching portfolio is acceptable.

Per the college's *Teaching Assessment Policy*, teaching portfolios should include the following for **each** required calendar year:

- List of all courses, independent studies, theses, etc. taught or directed during that calendar year.
- Faculty should also include a selection of course materials from two courses – ideally one would be a specialty course and one a more general course. (Examples: syllabi, sample exams, projects, etc.)
- **Optional:** Brief narrative highlighting teaching successes, challenges and opportunities.

Additional Evidence of Teaching Effectiveness

You may include a list of other items not specified above and not required as part of their teaching portfolio. Such evidence may include, but is not limited to, peer evaluations, students' passing rates on licensure/certification examinations, use of technology for teaching, program accreditation review results, and student accomplishments.

Service Category

List and briefly describe objectives and contributions in the following service areas. Candidates are expected to address only those areas that apply. *Candidates should neither solicit letters concerning their service nor include them in their dossier.*

Contributions to the Department

Memberships on departmental committees, development of programs, and activities. List only contributions not related to professional development or teaching.

Assistance to Colleagues

Consultations about educational problems, reviews of manuscripts, collaboration on research projects, and contributions to programs in other concentrations, areas, or schools.

Committee Responsibilities at the College, University or System Level

Committee involvement and periods of service.

Support of Local, State, National, or International Organizations

Consultancies, memberships on advisory boards, and offices held, and include dates of service.

Significant Community Participation

Lectures, speeches, presentations, performances, and short courses, and include dates.

Meritorious Public Service

Assistance to governmental agencies and development of community, state, or national resources, and include dates.

Administrative Contributions to Professional Associations

Titles, dates of term and method of selection.

Creating your Digital Dossier

First, save all components of your dossier as individual PDF files, and name them according to how you would like each document's bookmark label to appear in your combined PDF.

NOTE: Below is the general order of recommended content within your dossier.

- Cover Page
- CV
- Statements of Interest and Goals
 1. Professional Development
 2. Teaching
 3. Service
- Professional Development Category
 1. Presentations at Professional Meetings
 2. List of Publications
 3. Awards and Grants
 4. Significant Professional Services
 5. Recognition by National, Scholarly, and Professional Associations
 6. General Recognition within One's Discipline
 7. Specialized Professional Activities Appropriate to the Discipline
- Teaching Category
 1. Courses Taught during the Last Four Academic Years **Fall 2017 thru Summer 2021**
 2. Student Evaluations from the Last Four Academic Years **Fall 2017 thru Summer 2021**
 3. Honors or Special Recognition for Teaching
 4. Independent Studies, Practica, Honors Theses, Theses, and Dissertations
 5. Published Materials
 6. Teaching Portfolios **CY 2017 – CY 2020**
 7. Additional Evidence of Teaching Effectiveness
- Service Category
 1. Contributions to the Department
 2. Assistance to Colleagues
 3. Committee Responsibilities at the College, University, or System Level
 4. Support of Local, State, National, or International Organizations
 5. Significant Community Participation
 6. Meritorious Public Service
 7. Administrative Contributions to Professional Associations

Second, if page numbers are not present in your original document, you should add page numbers to each PDF file.

To paginate a PDF: Open the PDF > Tools > Edit PDF > Header & Footer > Add > Decide location and click on that field > Insert Page Number > Page Range Options (choose page range) > OK > OK

Example: If your CV is 25 pages, number it 1 to 25. If your Teaching Statement is 3 pages, number it 1 to 3.

Third, Open Adobe Pro DC > Tools > Combine Files > Add files by uploading or drag & drop - re-order them as needed > Combine.

That's it! The file names you assigned become the bookmark names. These can be easily edited as needed. Your bookmarked dossier now makes it easy for reviewers to "toggle" between sections.